

# Alpine settings seasonal enrolment policy



If you need help to understand the information in this policy, please contact the department's main switchboard using an interpreter.

1. Call the National Translating and Interpreting Service (TIS National) on 131 450
2. Ask them to call (03) 9637 2000
3. They will stay on the phone call and interpret.

## Background

The Alpine areas of Mount Hotham (Dinner Plain), Falls Creek and Mount Buller experience a population influx of employees and holidaymakers during the snow season. The snow season traditionally runs from the King's Birthday weekend until the end of September each year. This generates a demand for education provision to students unable to physically access their base school.

Victorian government primary school campuses have been established to cater for the educational needs of students residing in Alpine areas during the snow season.

## Purpose

The purpose of this policy is to specify the entry criteria and process for seasonal enrolment at Alpine settings of Victorian government primary schools.

## Scope

This policy applies to all students seeking seasonal enrolment at:

- Dinner Plain campus of Bright P-12 College
- Mt Buller campus of Mansfield Primary School
- Falls Creek Primary School.

Falls Creek Primary School is a designated neighbourhood school, operating for the full school year. This policy specifies the directions of the Regional Director for seasonal enrolment at Falls Creek Primary School.

The Dinner Plain campus of Bright P-12 College and the Mt Buller campus of Mansfield Primary School only operate during the annual snow season. This policy specifies the entry criteria and priority order of placement for the seasonal campuses.

## Enrolment criteria

The following enrolment criteria have been specified and approved by the Regional Director, North Eastern Victoria (as the Minister's delegate) under section 2.2.16(b) of the [Education and Training Reform Act 2006](#) (Vic).

All students seeking **seasonal enrolment** at an Alpine setting must:

- be an Australian citizen, a permanent resident or on a temporary visa that has a study entitlement
- be of compulsory school age, including relevant campus year level
- reside in the Alpine area during the relevant snow season.

Seasonal enrolment at Alpine settings is only granted for the duration of a single snow season. For some students this will require a dual enrolment with their base school, where the student will return at the end of the season.

### Priority order

Demand at these settings can exceed the number of available places. The enrolment capacity for each Alpine setting has been determined by the Regional Director, North Eastern Victoria.

School/campus	Maximum enrolment number
Bright P-12 College – Dinner Plain campus	80 students (40 per group on a split timetable)
Falls Creek Primary School	40 students
Mansfield Primary School – Mt Buller campus	65 students

In accordance with the department's [Placement Policy](#), eligible children and young people have the right to be admitted to their designated neighbourhood school (local school), regardless of capacity. This means that students who reside within the school zone must be offered a place when seeking enrolment.

In circumstances where schools do not have sufficient accommodation to accept all students, schools must manage enrolment applications in accordance with the following priority order of placement:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Families must be able to clearly demonstrate the exceptional circumstances which they believe make an enrolment at their designated neighbourhood school unsuitable for their child or children.

When enrolment capacity is reached, each school may operate a waitlist for seasonal enrolment. All expressions of interest received by the due date will be placed on the waitlist in order of their priority. Any late expressions of interest will be placed at the bottom of the waitlist.

### International students

Some international students need to pay fees to study in a Victorian government school. Fee-liable students, including some dependent and temporary visa types, must enrol in the department's [International Student Program](#) (ISP).

Students who hold a subclass 500 visa (a student visa in their own name) may only attend ISP-accredited schools. Bright P-12 College is accredited under the Department of Education's International Student Program (CRICOS code 00861K).

### Verification of permanent address

The school may ask for supporting documentation to assist them in verifying a student's residential address, in accordance with [guidance](#) in the department's Enrolment Policy. The application may be unsuccessful if, after reasonable enquiries, the principal is unable to verify that the evidence provided is genuine and valid.

## Enrolment process

1. Each school will call for expressions of interest (EOI) for the next school year at the beginning of November.
2. Parents/carers are required to register their interest with the relevant school by completing and submitting the EOI form by the last Friday in February.
3. The school will acknowledge receipt of all EOI forms in writing.
4. Each school will review and, where necessary, prioritise applications in accordance with the priority order specified in this policy.
5. The school principal will send all parents/carers written notification of the outcome of their expression of interest. The principal must communicate:
  - details of parent contributions, in line with the department's [Parent Payment policy](#)
  - information about the school's expectations including the period in which the offer must be accepted.

If no response is received within the specified time, then the offer may be withdrawn and the place offered to another student from the waitlist.

6. All parents/carers must accept a seasonal enrolment offer by the specified due date and make payment of non-refundable parent contributions.

For dual-enrolled students, parents/carers must also provide a letter from their base school principal acknowledging the arrangement.

If the base school is another Victorian government school, this school must share student enrolment information via a student data transfer. If the base school is a non-Victorian government school, parents/carers must also complete an enrolment form with relevant supporting documentation.

## Appeal process

Parents/carers can appeal an enrolment decision, following the process below.

### 1. Appeal to the school's principal

Appeals must be made in writing and lodged with the principal of the school.

The principal's decision will be communicated to the parent/carer in writing. In assessing the appeal, the principal will ensure that the enrolment decision is consistent with this policy.

### 2. Appeal to the Regional Director

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they may appeal in writing to:

Regional Director, North Eastern Victoria  
PO Box 403, Benalla, VIC 3672  
[enrolments.nev@education.vic.gov.au](mailto:enrolments.nev@education.vic.gov.au)

## Communication

This policy will be communicated to school communities in the following ways:

- made available publicly on the relevant schools' websites

- made available in hard copy from the relevant schools' administration upon request.

## Further information and resources

This policy should be read alongside and in conjunction with the following department policies:

- [Enrolment](#)
- [Privacy](#)
- [Parent Payment](#)
- [International Student Program](#)

## Policy review and approval

<b>Policy last reviewed</b>	October 2025
<b>Approved by</b>	Regional Director, NEVR
<b>Next scheduled review date</b>	March 2029